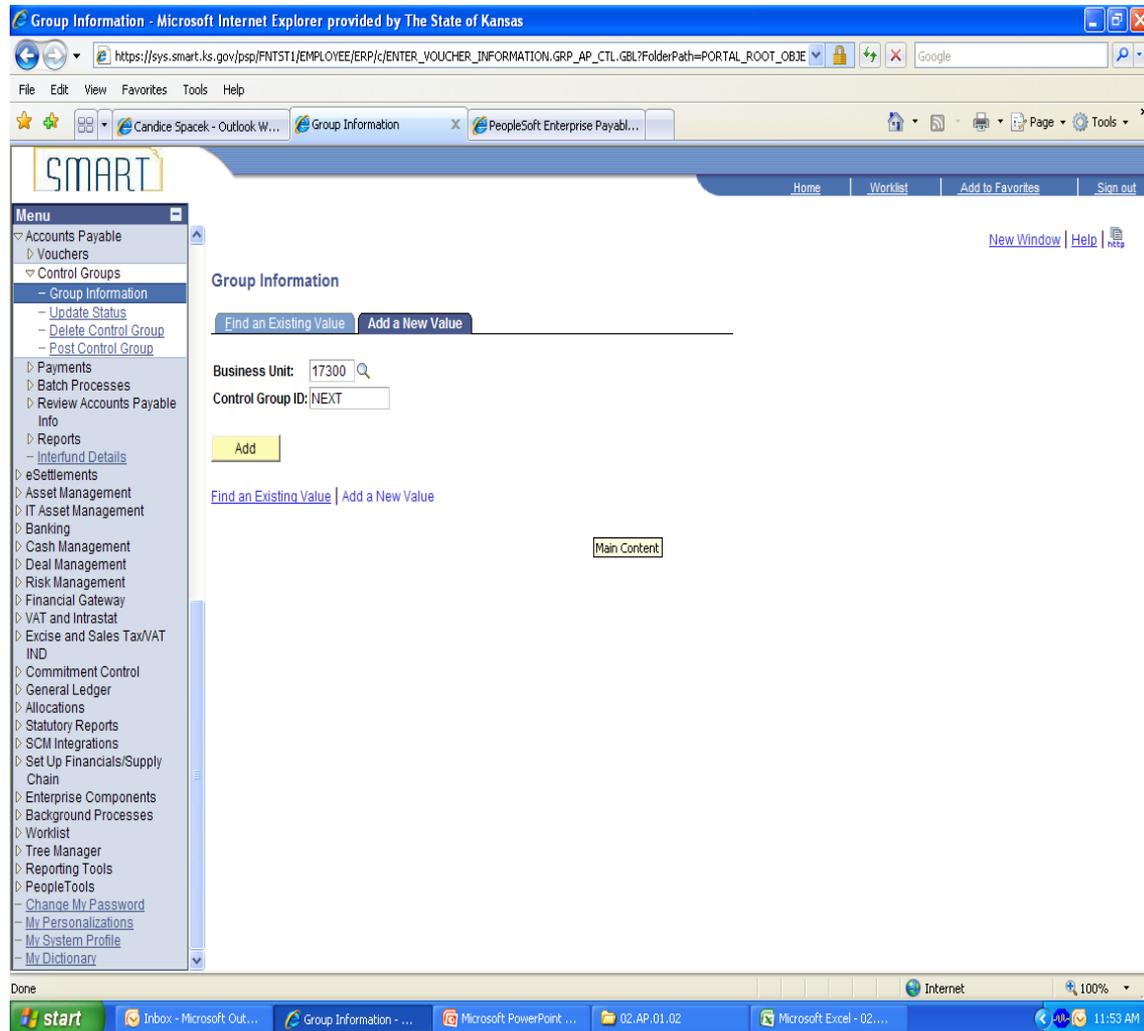


Group Information – Add a New Value

Navigation: Accounts Payable >
Control Groups > Group Information >
Add a New Value

1. Enter Business Unit.
2. Enter Control Group ID or allow NEXT to assign a Control Group ID.
3. Click 'Add'.

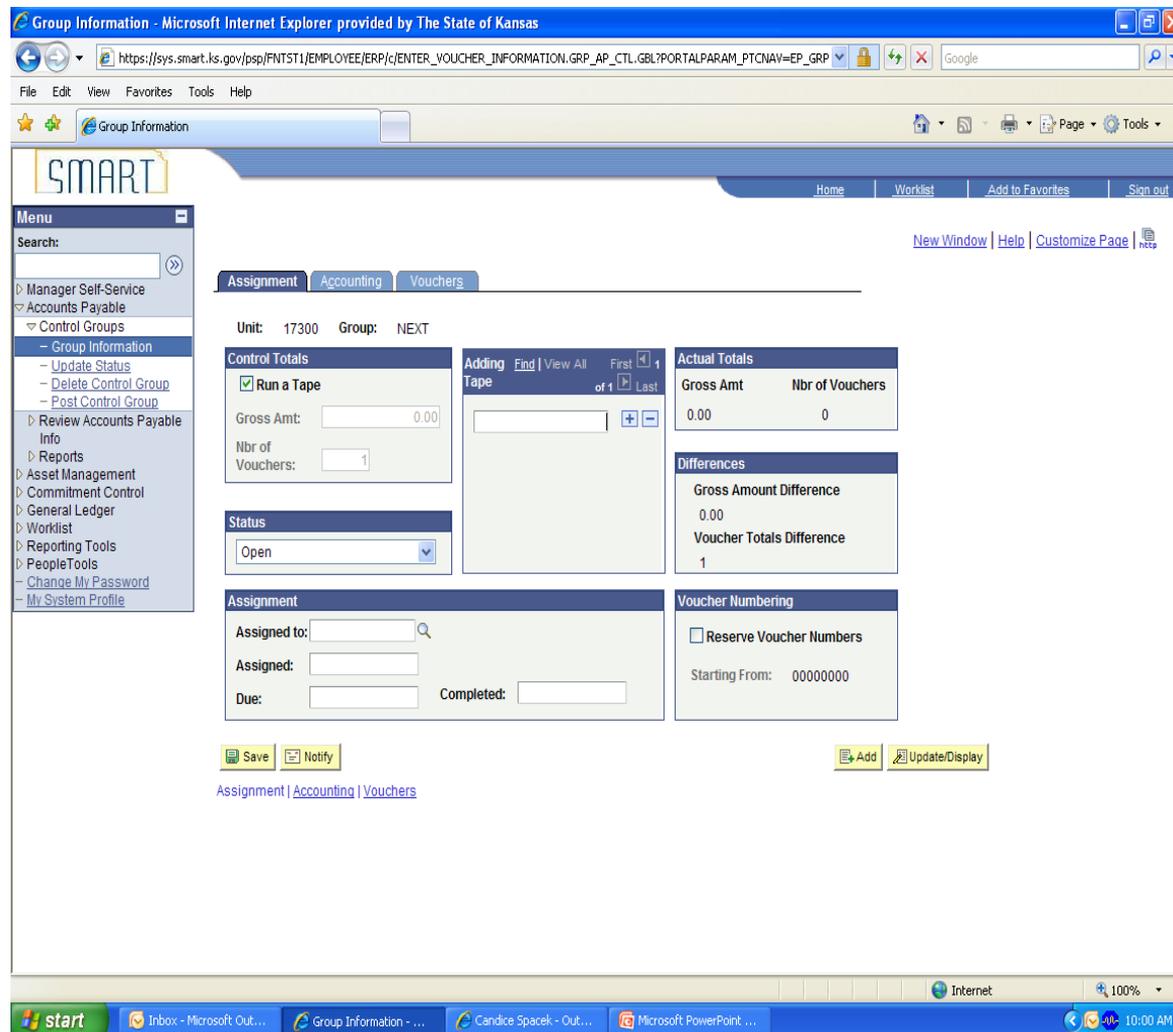


The screenshot shows the SMART web application interface. The browser window title is "Group Information - Microsoft Internet Explorer provided by The State of Kansas". The address bar shows the URL: "https://sys.smart.ks.gov/psp/FNTST1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.GRP_AP_CTL.GBL?FolderPath=PORTAL_ROOT_OBJE". The page has a navigation menu on the left with the following items: Accounts Payable, Vouchers, Control Groups (selected), Payments, Batch Processes, Review Accounts Payable, Reports, eSettlements, Asset Management, IT Asset Management, Banking, Cash Management, Deal Management, Risk Management, Financial Gateway, VAT and Intrastat, Excise and Sales Tax/VAT, Commitment Control, General Ledger, Allocations, Statutory Reports, SCM Integrations, Set Up Financials/Supply Chain, Enterprise Components, Background Processes, Worklist, Tree Manager, Reporting Tools, PeopleTools, Change My Password, My Personalizations, My System Profile, and My Dictionary. The main content area is titled "Group Information" and contains a search bar with two buttons: "Find an Existing Value" and "Add a New Value". Below the search bar are two input fields: "Business Unit" with the value "17300" and "Control Group ID" with the value "NEXT". Below the input fields is a yellow "Add" button. At the bottom of the main content area is a "Main Content" button. The browser window shows several tabs: "Candice Spacek - Outlook W...", "Group Information", and "PeopleSoft Enterprise Payabl...". The taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "Group Information - ...", "Microsoft PowerPoint ...", "02.AP.01.02", "Microsoft Excel - 02...", and the system clock shows "11:53 AM".

Assignment Tab

- **Run a Tape** - Select to obtain a running gross amount total and have the system count the number of vouchers. To run the total offline, clear this check box and enter the totals in the Gross Amt (gross amount) and Nbr of Vouchers (number of vouchers) fields.

- **Adding Tape** - Enter values in this group box, which appears after selecting the Run a Tape check box. The total appears in the Gross Amt (gross amount) field.



The screenshot shows the SMART web application interface in Microsoft Internet Explorer. The browser address bar shows the URL: https://sys.smart.ks.gov/psp/FNTST1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION_GRP_AP_CTL.GBL?PORTALPARAM_PTCNAV=EP_GRP. The page title is "Group Information - Microsoft Internet Explorer provided by The State of Kansas".

The application interface includes a menu on the left with options like "Manager Self-Service", "Accounts Payable", "Control Groups", "Review Accounts Payable Info", "Reports", "Asset Management", "Commitment Control", "General Ledger", "Worklist", "Reporting Tools", "PeopleTools", "Change My Password", and "My System Profile".

The main content area is titled "Group Information" and has tabs for "Assignment", "Accounting", and "Vouchers". The "Assignment" tab is active, showing the following information:

- Unit: 17300 Group: NEXT
- Control Totals**
 - Run a Tape
 - Gross Amt: 0.00
 - Nbr of Vouchers: 1
- Status**: Open
- Assignment**
 - Assigned to: [Search]
 - Assigned: [Field]
 - Due: [Field] Completed: [Field]
- Actual Totals**

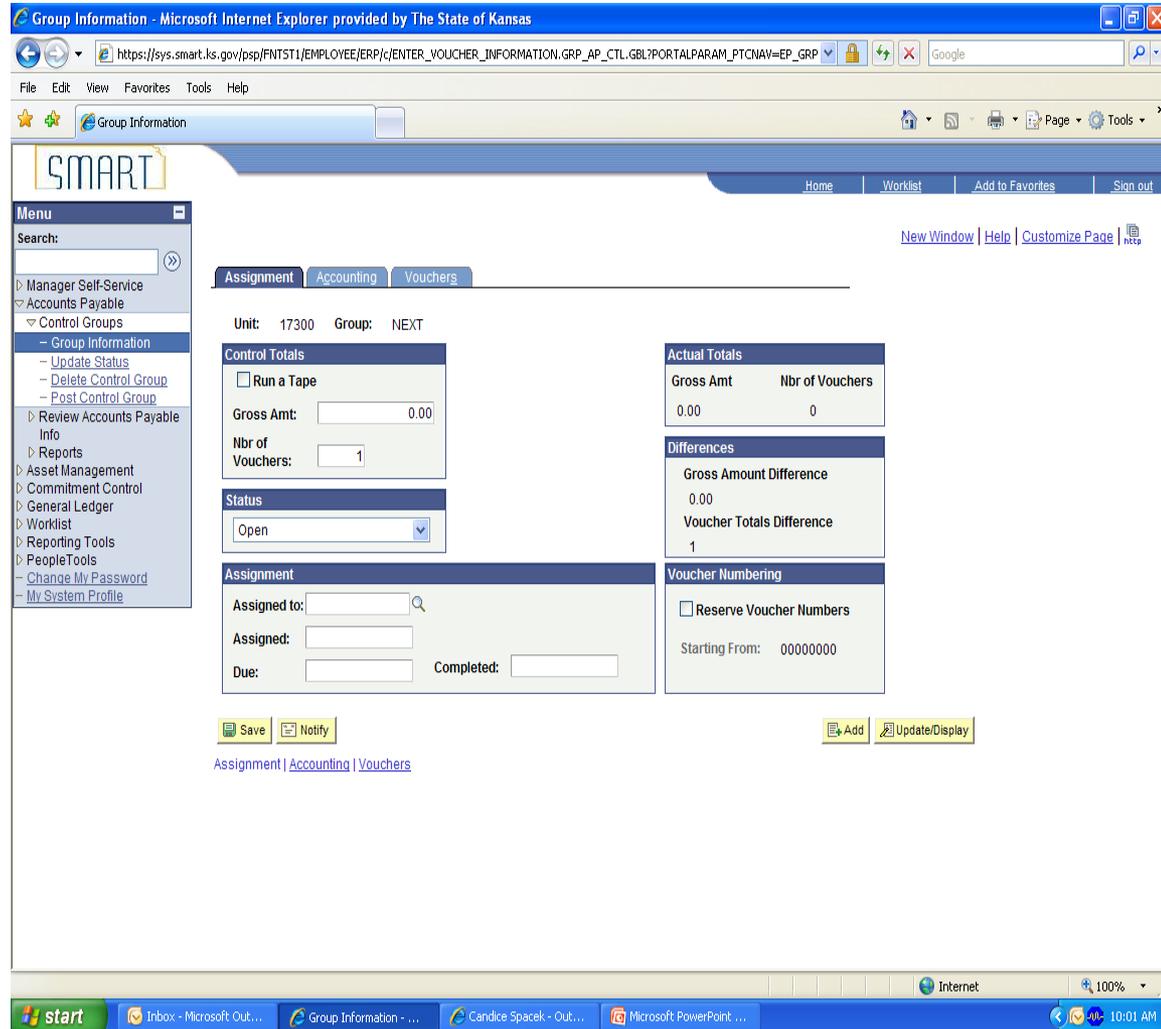
Gross Amt	Nbr of Vouchers
0.00	0
- Differences**

Gross Amount Difference	0.00
Voucher Totals Difference	1
- Voucher Numbering**
 - Reserve Voucher Numbers
 - Starting From: 00000000

Buttons for "Save", "Notify", "Add", and "Update/Display" are visible at the bottom of the form. The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "Group Information - ...", "Candice Spacek - Out...", and "Microsoft PowerPoint ...". The system clock shows 10:00 AM on June 15, 2010.

Assignment Tab (cont.)

- Note.** If you select the Run a Tape check box, you cannot access the Nbr of Vouchers and Gross Amt fields on the Group Information - Vouchers page. After you total all the vouchers for the group, you can clear the Run a Tape check box and the Gross Amount and Nbr of Vouchers will remain. Clearing the Run a Tape check box will delete the detail entries in the tape and enables the Control Totals edit boxes. To run the voucher amounts again, you can erase the existing totals by clearing the Run a Tape check box and then reselecting it.



The screenshot shows the SMART web application interface. The browser title is "Group Information - Microsoft Internet Explorer provided by The State of Kansas". The URL is "https://sys.smart.ks.gov/psp/FINTST11/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION_GRP_AP_CTL.GBL?PORTALPARAM_PTCNAV=EP_GRP". The page has a navigation menu with "Assignment", "Accounting", and "Vouchers" tabs. The "Assignment" tab is active, showing the following information:

- Unit: 17300 Group: NEXT
- Control Totals**
 - Run a Tape
 - Gross Amt: 0.00
 - Nbr of Vouchers: 1
- Status**
 - Open
- Assignment**
 - Assigned to: [Search]
 - Assigned: [Text Box]
 - Due: [Text Box] Completed: [Text Box]
- Actual Totals**

Gross Amt	Nbr of Vouchers
0.00	0
- Differences**

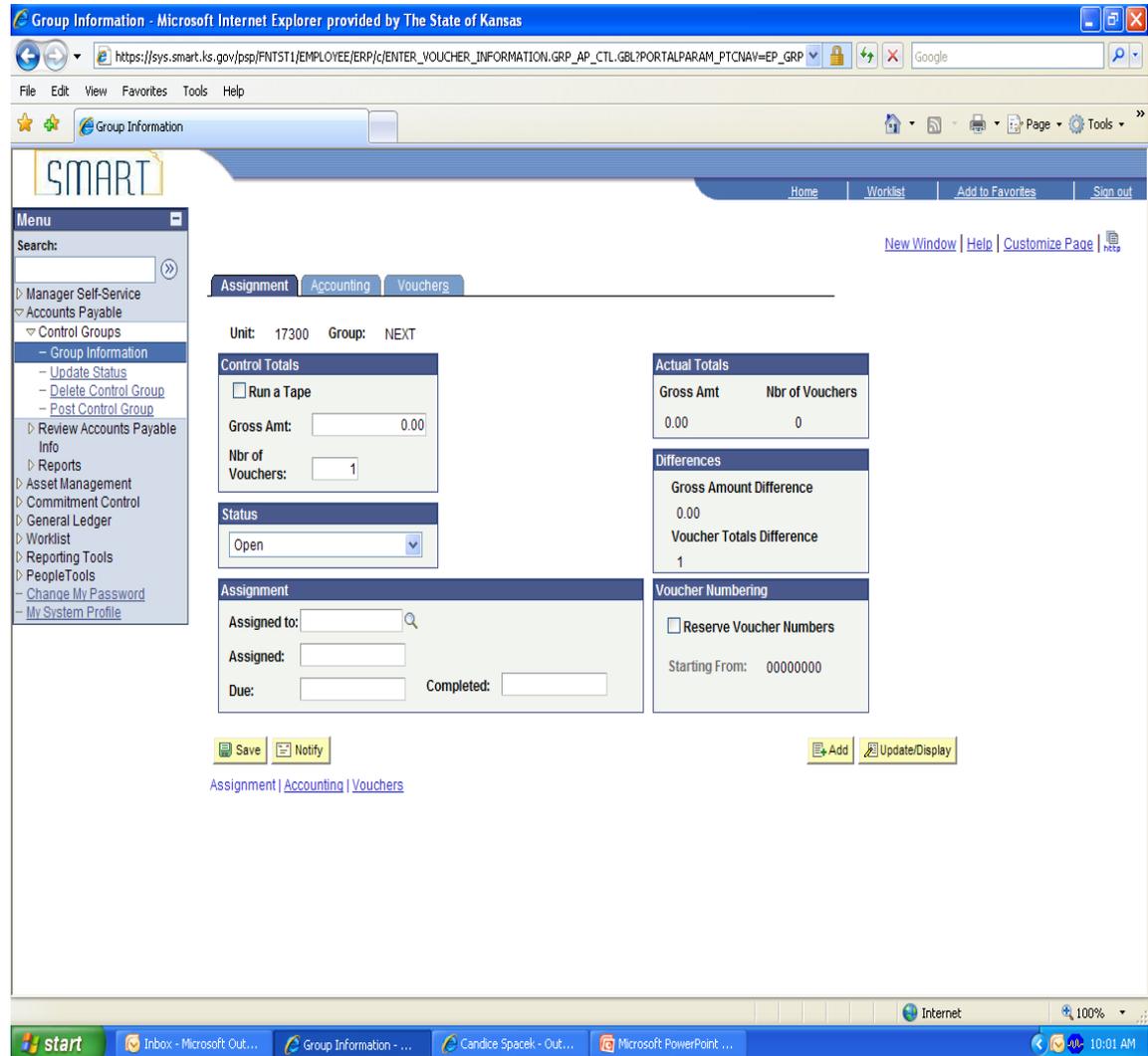
Gross Amount Difference	0.00
Voucher Totals Difference	1
- Voucher Numbering**
 - Reserve Voucher Numbers
 - Starting From: 00000000

At the bottom of the page, there are buttons for "Save", "Notify", "Add", and "Update/Display". The browser's taskbar shows the Windows Start button and several open applications: "Inbox - Microsoft Out...", "Group Information - ...", "Candice Spacek - Out...", and "Microsoft PowerPoint ...". The system clock shows "10:01 AM".

Assignment Tab (cont.)

Control groups can have the following **Status** values:

- **Assigned:** The control group is ready for the assigned user to enter vouchers. For a user to enter vouchers into the control group, you must set the status of the control group to Assigned.
- **Entry Set Aside:** The assigned user has placed the group on standby to work on other groups in the queue.
- **Open:** The control group is in the process of being created, and it can be assigned.
- **Ready for Review:** The group is ready to be reviewed.
- **Supervisor Set Aside:** The supervisor has placed the group on standby so that the assigned user can work on other groups in the queue.
- **Verified:** The supervisor has verified that the group has been entered correctly.



The screenshot shows the 'Group Information' page in the SMART application. The 'Assignment' tab is selected, showing the following details:

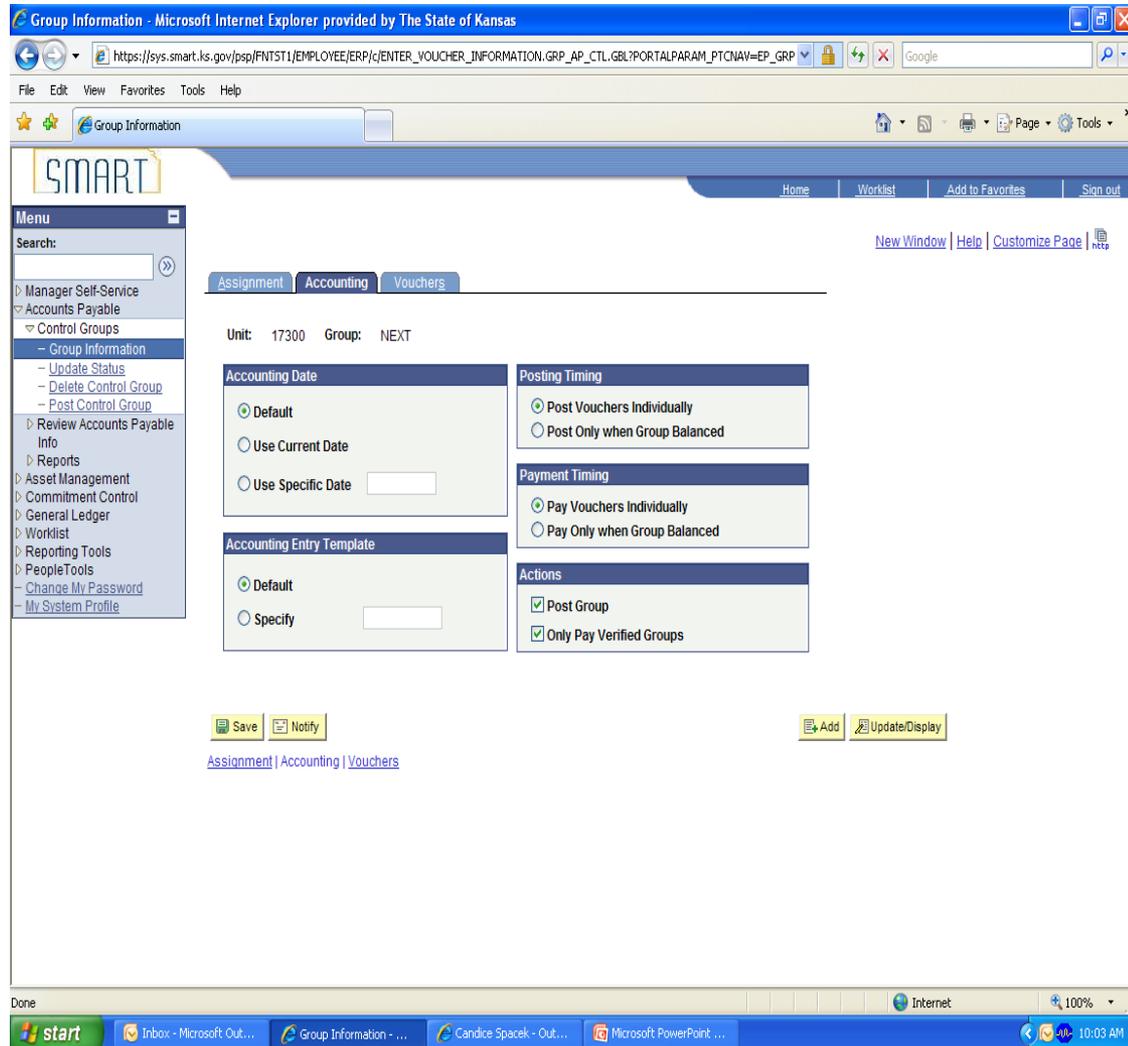
- Unit:** 17300 **Group:** NEXT
- Control Totals:**
 - Run a Tape
 - Gross Amt: 0.00
 - Nbr of Vouchers: 1
- Status:** Open
- Assignment:**
 - Assigned to: [Search]
 - Assigned: [Text Box]
 - Due: [Text Box] Completed: [Text Box]
- Actual Totals:**

Gross Amt	Nbr of Vouchers
0.00	0
- Differences:**
 - Gross Amount Difference: 0.00
 - Voucher Totals Difference: 1
- Voucher Numbering:**
 - Reserve Voucher Numbers
 - Starting From: 00000000

Buttons at the bottom include 'Save', 'Notify', 'Add', and 'Update/Display'. Navigation links for 'Assignment', 'Accounting', and 'Vouchers' are also present.

Accounting Tab

- **Post Vouchers Individually** - posted as soon as each one is complete.
- **Post Only when Group Balanced** - can be posted once the entire group is balanced.
- **Pay Vouchers Individually** - paid as soon as each one is complete.
- **Pay Only when Group Balanced** - can be paid after the entire group is balanced.
- **Post Group** - Clear to prevent the system from posting this control group.
- **Only Pay Verified Groups** - Select to have the vouchers paid in this control group only if they have been verified on the Group Information - Assignment page.



The screenshot shows a web browser window displaying the SMART application. The browser title is "Group Information - Microsoft Internet Explorer provided by The State of Kansas". The address bar shows the URL: https://sys.smart.ks.gov/psp/FMST1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION_GRP_AP_CTL.GBL?PORTALPARAM_PTCNAV=EP_GRP. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and utility icons.

The application interface features a "SMART" logo at the top left and a navigation menu on the left side. The menu includes options like "Manager Self-Service", "Accounts Payable", "Control Groups", "Review Accounts Payable Info", "Reports", "Asset Management", "Commitment Control", "General Ledger", "Worklist", "Reporting Tools", "PeopleTools", "Change My Password", and "My System Profile".

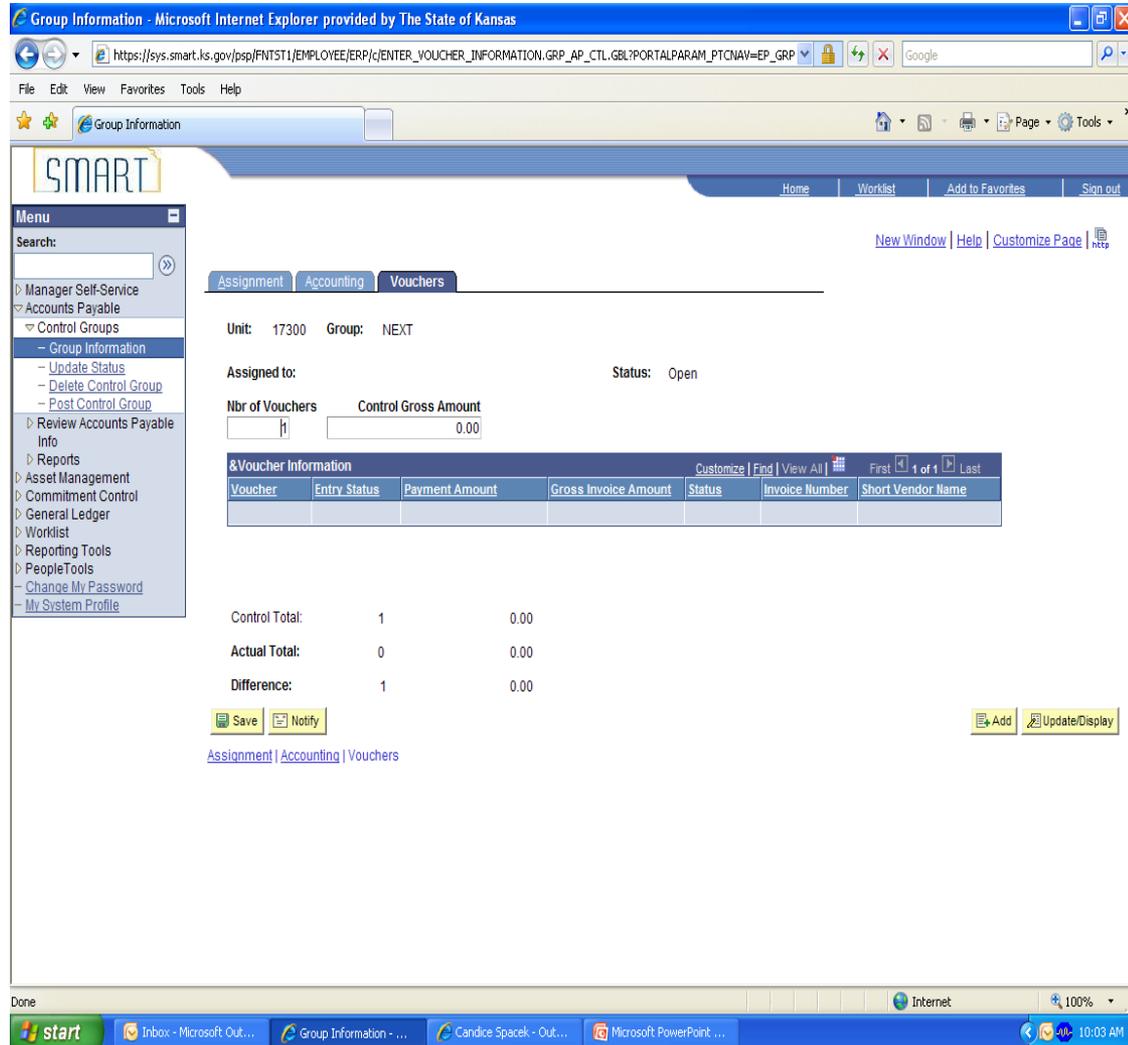
The main content area is titled "Group Information" and has three tabs: "Assignment", "Accounting", and "Vouchers". The "Accounting" tab is active. It displays the following information:

- Unit: 17300 Group: NEXT
- Accounting Date**:
 - Default
 - Use Current Date
 - Use Specific Date
- Posting Timing**:
 - Post Vouchers Individually
 - Post Only when Group Balanced
- Payment Timing**:
 - Pay Vouchers Individually
 - Pay Only when Group Balanced
- Accounting Entry Template**:
 - Default
 - Specify
- Actions**:
 - Post Group
 - Only Pay Verified Groups

At the bottom of the form, there are buttons for "Save", "Notify", "Add", and "Update/Display". Below the buttons are navigation links: "Assignment | Accounting | Vouchers". The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom level. The Windows taskbar at the very bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "Group Information - ...", "Candice Spacek - Out...", and "Microsoft PowerPoint ...". The system clock shows "10:03 AM".

Vouchers Tab

- **Nbr of Vouchers** - Enter the correct total number of vouchers in the control group, if necessary. If you select the Run a Tape check box on the Group Information - Assignment page, this field is not available for entry.
- **Control Gross Amount** - Enter the correct control group totals, if necessary. If you select the Run a Tape check box on the Group Information - Assignment page, this field is not available for entry.
- **Voucher** - Displays the voucher ID included in the control group.
- **Entry Status** - Displays the voucher entry status. Quick invoice vouchers always have the entry status of blank
- **Payment Amount** - Displays the scheduled payment amount on this voucher. Quick invoice vouchers always have the payment amount of blank.



The screenshot shows the SMART web application interface. The browser title is "Group Information - Microsoft Internet Explorer provided by The State of Kansas". The URL is "https://sys.smart.ks.gov/psp/FNTST1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION_GRP_AP_CTL.GBL?PORTALPARAM_PTCNAV=EP_GRP". The page has a navigation menu with "Assignment", "Accounting", and "Vouchers" tabs. The "Vouchers" tab is active.

Unit: 17300 Group: NEXT
Assigned to: Status: Open

Nbr of Vouchers: Control Gross Amount:

&Voucher Information					
Voucher	Entry Status	Payment Amount	Gross Invoice Amount	Status	Invoice Number

Control Total: 1 0.00
Actual Total: 0 0.00
Difference: 1 0.00

Buttons: Save, Notify, Add, Update/Display

Navigation: Assignment | Accounting | Vouchers